

Provision 2 & 3

Edit Check Instructions

The edit check worksheet is used to record the daily meal counts for each school for reporting each month. We emphasize the importance of keeping this form and filing it with your copy of the claim form. This document should be used to “edit check” the monthly claim to ensure that meals are not overclaimed. This form is only for use in non-base years.

Entries must be posted daily. This form must be kept on file for a period of at least three years, not including the current year. Do not send this form to the state agency.

Edit checks will need to be completed at the end of the month prior to submitting the monthly claim. The number of meals served should be compared to the attendance adjusted enrollment (attendance factor times the number enrolled). Should the number served exceed the attendance adjusted enrollment, justification should be documented in column 8.

This is not a required form; however, the data listed is pertinent and is the required minimum and must be included on any form the SFA chooses to use.

Number of Students Enrolled : Enter the number of children who have access to meals. The school should use the highest number during the month.

Attendance Factor: Divide the average daily attendance (ADA) by the enrollment to obtain the local attendance factor or use the state factor, whichever is greater.

Attendance Adjusted Enrollment: This figure represents the number of meals eligible on a daily basis for edit check purposes only.

Column 1	Enter the day of the month
Column 2	Enter the number of children enrolled
Column 3	Enter the attendance factor
Column 4	The spreadsheet will multiply column 2 times column 3
Column 5	Provision 3 only - Enter Actual Total Daily Meal Count, compare Actual Daily Meal Counts for non-base years to Actual Daily Meal Counts in the base year to ensure that participation as not significantly declined. If participation has declined significantly, the SFA must provide technical assistance to the school, adjust the level of financial assistance received from the State Agency, or return school to standard eligibility determination and meal counting procedures.
Column 6	Enter Reported Total Daily Meal Count - Count that is used for claiming. For Provision 3 schools in non-base years the Total Daily Meal Count is the sum of the free, reduced and paid meal counts that were constructed by adjusting for enrollment changes.
Column 7	The spreadsheet will compare columns 4 and 6 and put either OK or EXCEEDS in this column.
Column 8	Justification is needed here if any of the meals counts in column 6 exceed the attendance adjusted enrollment in column 4. Column 7 will show the word EXCEEDS if a justification is necessary.